DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD
Charter and/or Charter Agreement Amendment Application

Part I: General Information
*All applicants must complete this section*

SUBMITTED BY:  Abigail Smith- E.L. Haynes PCS
SUBJECT:  Charter Amendment Request for:  (Mark all that apply)

☐ Enrollment Ceiling Increase  ☐ Campus Reconfiguration
☐ Program Replication of Grades Served  ☐ LEA Status for Special Education
☐ Grade Level Expansion (Single Grade)  ☐ Special Education Enrollment Preference
☐ Grade Level Expansion (Grade Band)  ☐ Governance Structure (Bylaws, Articles of Incorporation or Management)
☐ Additional Facility or New Location  ☐ Graduation Requirements
☐ Goals and Achievement Expectations  ☐ Competency-Based Learning Application
☐ Mission or Education Philosophy
☐ Curriculum, Standards or Assessments
☐ Name Change – Campus or Facility

SUBMISSION DATE:  5/15/2020

SCHOOL BACKGROUND
Please address the following questions in their entirety. This information provides helpful background to the DC PCSB Board as it reviews these requests.

Overview of School Performance
1.  Provide the following information about your Local Education Agency (LEA) by campus:
   a)  Campus name(s) and location(s):  E.L. Haynes Elementary School, 4501 Kansas Ave NW (Ward 4); E.L. Haynes Middle School, 3600 Georgia Ave NW (Ward 1); E.L. Haynes High School, 4501 Kansas Ave NW (Ward 4)
   b)  Year opened:  2004
   c)  Grade levels served (Currently and at maturation of charter agreement, if applicable):  PK3-12
   d)  Date that charter will be eligible for possible renewal:  May 2035

2.  Please select the performance indicators below that describe the school’s current performance*:  (Mark all that apply)

   ☑ Currently rated Tier 1, or met at least 2/3 of targets on the most recent PK-only PMF or Alternative Accountability Framework.
   ☑ School is not currently under corrective action.
   ☑ Has historically met enrollment projections w/in 80% of target.
   ☑ School has been in operation for 3+ years.
   ☑ School is currently accredited.  December 2024 (received accreditation in December 2017)

*If the school has multiple campuses or varying PMFs, please describe the academic performance of each campus here:  In 2018-19, E.L. Haynes Elementary School was rated Tier 1 (81.8%) for the third year in a row, the High School

Disclaimer:  While processing this application, DC PCSB staff may contact you later to request additional information for the Board’s consideration.  By submitting this application, you agree to cooperate with DC PCSB staff to ensure your application is processed in a timely manner.  For questions, please contact DC PCSB staff person Laterica (Teri) Quinn at (202) 328-2660.
was rated Tier 1 (69.2%) for the second year, and the Middle School was rated Tier 2 (52.3%).
PROPOSAL

E.L. Haynes Public Charter Schools submits to the DC Public Charter School Board this application to amend its charter agreement by changing the item(s) selected above. If approved, this amendment will be effective on _____, 20____ (leave blank if this has not been determined).

1. Please provide details on the selected amendment(s) above and describe the requested change(s), including the school's rationale for the proposed changes. Describe any planning that is already underway to prepare for the proposed amendment.

We are requesting to amend our charter agreement to reflect our new, revised mission statement. In March 2019, E.L. Haynes launched a strategic planning process with a goal to clarify our identity as a school. Through the strategic planning process we learned from nearly 400 community members about their hopes for our school community, and subsequently refined our mission statement to better align with our current aspirations for E.L. Haynes. The new mission is very similar in educational philosophy to E.L. Haynes' original mission.

2. How will the proposed amendment(s) support or enhance the school's mission?

The new mission sets a clearer charge for the E.L. Haynes students, families, and staff community and will help guide our planning work to better support our students moving forward.

3. While considering this amendment request, DC PCSB staff may review the school’s history of board actions, DC PCSB audits, community complaints, enrollment trends, and any relevant data used by DC PCSB to monitor equity in schools. Please describe any DC PCSB audits, notices of concern or other board actions issued against your school in the past 3 years. What was the outcome? Please explain what steps, if any, you’ve taken to address the concerns that prompted a DC PCSB audit, board action, or community complaint.

N/A

4. DC PCSB will review the school’s Financial Audit Reviews (FAR) and current financials to determine the fiscal health of the organization. If applicable, describe how the proposed amendment will impact the school’s finances. Explain any anticipated expenses for the proposed changes and how the school will finance them. [EXCLUDES the following amendments: Governance, Goals, Mission, Curriculum, Name Changes and Graduation Requirements. If not applicable, write N/A.]

Note: If applicable, in addition to your narrative please attach a proposed 5-year Operating Budget.

N/A

5. How has the school informed its external stakeholders (e.g. local ANC commissioners, neighbors) and internal stakeholders (e.g. staff, parents) of the proposed amendment(s)? Please attach any written communication (e.g., meeting minutes). Describe any notable support for or opposition to the proposed amendment(s). If concerns have been brought to your attention, how do you plan to address them? [EXCLUDES the following amendments: Governance,
Goals, Mission, Curriculum, Graduation Requirements and Competency-Based Learning Credits. If not applicable, write N/A.]

N/A

6. When did your school’s board approve the proposed amendment(s)? Please attach minutes from the meeting and vote results.

The E.L. Haynes Board of Trustees voted to adopt the new mission on Tuesday, January 21, 2020. The approved minutes from the January 2020 Board meeting are attached to this application.

Section B1. Goals and Achievement Expectations

*ONLY complete this section if applying to amend Goals/Achievement Expectations.

To adopt the Performance Management Framework (PMF) as the school’s goals and academic achievement expectations, please review the policy.

Schools should revise their goals and student academic achievement expectations if at its 5- or 10-year review it finds that it has goals that are “not historically measured;” or if the school’s leadership, including its board, determines that the current set of charter goals do not accurately reflect the school’s mission and education philosophy for student achievement; or when a school has more than five goals and wishes to reduce its reporting burden. Charter schools may revise goals and academic achievement expectations up to one year prior to a high-stakes review and two years prior to charter renewal. Revisions are generally approved if the school successfully shows that the new goals and academic achievement expectations are:

a. SMART – Specific, Measurable, Achievable, Realistic and Timely
b. Appropriately challenging.
c. Measure student academic performance in at least English Language Arts (ELA) and math, using the state assessment, if applicable, and expect students to achieve above the city average for similar populations.
d. At least one goal should directly measure the extent to which the school is meeting its mission.

Note: DC PCSB does not typically accept school-issued grades as a means for measuring student achievement.

1. What are the school’s current goals and student academic achievement expectations? What are the new goals and academic achievement expectations? If not all goals are changing, please make it clear which are being deleted or replaced and which are new.

N/A

2. If the school’s existing goals were “not historically measured” or are no longer being pursued, explain why the school is abandoning these goals and how they will be replaced.

N/A
3. How will the new goals better measure the school’s mission, curriculum, operations, and education experience for families?

N/A

4. If proposing goals and/or academic expectations aside from adopting the Performance Management Framework, please describe how the school will monitor and report its progress towards goal attainment. Please note that all schools are required to report on progress each year in the Annual Report. (If adopting the PMF without any mission-specific goals, this question is not applicable.)

N/A
Section B2. Mission or Educational Philosophy

*ONLY complete this section if applying to amend Mission/Educational Philosophy.

A school should apply to amend its mission or education philosophy when it is proposing a material change to its current mission that directly affects students and families. Changes include adding or removing components of the mission, such as second language acquisition, a specific curriculum listed in the mission (e.g., Core Knowledge, Expeditionary Learning, STEM), or specific outcomes (e.g., Career and Technical Education/Certification, International Baccalaureate Diploma). Changes that are revisions in syntax do not require a petition and public hearing. These changes, however, will need to be approved by the DC PCSB Board and memorialized in an executed charter agreement amendment.

A change in a school’s mission/education philosophy must happen prior to the start of a school year. DC PCSB will not consider proposed amendments to a school’s mission/education philosophy during the year prior to or during the year of a high-stakes review or renewal. Revisions to a school’s mission or education philosophy will generally be approved if the school demonstrates a need for the change in the mission through:

- Family support (e.g. petition with signatures, letters of support, minutes from PTO/PTA meeting(s));
- Staff support (e.g. application with signatures, letters of support, minutes from staff meeting(s));
- An explanation of how the revised mission will directly improve student outcomes and future success;
- Evidence that the amended mission is supported by the curriculum, instruction, and school day.

1. What is the school’s current mission statement and/or educational philosophy?

   Every E.L. Haynes student of every race, socioeconomic status and home language will reach high levels of academic achievement and be prepared to succeed at the college of his or her choice. Every E.L. Haynes student will be adept in mathematical reasoning, will use scientific methods effectively to frame and solve problems, and will develop the lifelong skills needed to be a successful individual, an active community member, and a responsible citizen.

2. What are the proposed changes to the school’s mission statement and/or educational philosophy?

   We are a learning community where every student—of every race, socioeconomic status, home language, and ability—prepares to thrive in college, career, and life. Together, we create a more just and kind world.
3. How will the new mission and/or educational philosophy impact the school’s existing curriculum, operations, and education experience for families?

The new mission is very similar to E.L. Haynes’ original mission and still aligns with our historical educational philosophy. Our new mission was largely refined to reflect our commitment to being a diverse and inclusive community that holds all students to the same standard, to preparing students for college and also honoring all post-secondary choices, and to fighting for equity and justice.

4. Describe how the School came to this decision to change its mission, and describe the involvement of the greater community in its revision, including parents, staff, and others.

In March 2019, E.L. Haynes initiated a strategic planning process which included re-branding our mission statement. The changes to E.L. Haynes mission were made based on the input from nearly 400 E.L. Haynes community members, including students, staff, families, alumni, and the Board of Trustees. E.L. Haynes leadership collected input, and ultimately finalized our new mission, through interviews, surveys, in-person brainstorming sessions, and working groups.
E.L. Haynes Public Charter School

Minutes

Board Meeting

Date and Time
Tuesday January 21, 2020 at 8:00 AM

Location
4501 Kansas Ave NW Washington, D.C. (Dial-in 202-509-0565)

Trustees Present
A. Smith, C. Lujan (remote), D. McCoy, E. Westendorf, J. Edelman, L. Carlton (remote), L. Jordan (remote), M. Hall, M. McDonough, N. Greene (remote), R. Payes, S. Shah (remote)

Trustees Absent
K. Simmons, T. Wincup

Guests Present

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order
A. Smith called a meeting of the board of trustees of E.L. Haynes Public Charter School to order on Tuesday Jan 21, 2020 @ 8:07 AM at 4501 Kansas Ave NW Washington, D.C. (Dial-in 202-509-0565).

C. Approve 12-05-2019 Minutes
M. Hall made a motion to approve the minutes from Board Meeting on 12-05-19
E. Westendorf seconded the motion.
The board VOTED unanimously to approve the motion.

D. Public Comment
II. Management Updates

A. CEO Update

CEO Darilek began her update by noting the start of the second half of the school year. She updated the Board on investments made with the additional revenue discussed in prior Board meetings, including the launch of a student impact grant fund, increased resources for grade-level and team budgets, and a one-time payment to staff members. CEO Darilek shared positive feedback from staff members to these additional investments toward students and staff.

CEO Darilek next provided school highlights:

• A Black History Month Celebration will be held on February 12, and will feature a cross-campus Honors Choir.
• Upcoming musical/theatrical productions include Lion King, Jr. at the Elementary School and High School Musical at the Middle and High Schools.

Last, CEO Darilek provided updates on the school calendar and the March 20th all-staff session, during which the Strategic Plan will be launched.

III. Strategic Planning

A. Strategic Plan Update and Approval

CEO Darilek referred to the Strategic Plan presentation provided in advance of the meeting. She first grounded the Board on the reasons for adopting the plan now, key challenges to be addressed, and the process undertaken to develop the plan. CEO Darilek described the Strategic Plan road map, including strategic initiatives, a community-wide launch, the implementation plan, and monitoring.

Next, CEO Darilek presented the new mission, graduate profile and core values. She noted the importance of the theory of action developed to show the overall outcome of the initiatives described in the Strategic Plan. CEO Darilek discussed the strategic initiatives, which could be subdivided into the areas of academics, talent, and organizational development. She highlighted changes to the strategic initiatives since last reviewed by the Board.

Board Chair Smith referred to working documents for the leadership team to track, measure success, and set forth deliverables for each initiative. Board members then provided feedback and asked numerous questions about the Strategic Plan and related strategic initiatives. Board questions related to the following topics:

• prioritization of the various initiatives;
• proposed reporting to the Board and staff on performance against the plan;
• the importance of simplifying reporting so that trends are clear;
• performance management and the need for clarity on tracking outcomes;
• additive costs related to the plan outside of the standard budget;
• what changes will be most impactful to staff;
• the ongoing role of committees involved in the strategic plan; and
• implementation timelines for various initiatives, among other items.

A. Smith made a motion to approve the mission, initiatives, and direction as set forth in the 2020-2025 Strategic Plan.
J. Edelman seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Audit, Finance, and Facilities Committee

A. **Approve Revised SY 2019-2020 Budget**
Audit, Finance, and Facilities Committee Chair Greene began the update by noting the strong financial position of the school. He thanked the leadership team for their great work in managing resources of the school, and turned to COO Carlo-Miranda to provide an update to the Board.

COO Carlo-Miranda first reported that another timely and clean audit of the financial statements had recently been completed. She then spent the rest of her update focusing on two budget-related items: (i) planning for the 2020-2021 school year budget and (ii) the revised budget for 2019-2020 school year. Referring to the materials provided in advance of the meeting, she reviewed the timeline for preparing the budget for the 2020-2021 school year.

COO Carlo-Miranda then discussed changes to the budget for the 2019-2020 school year, including increases in revenues and lower expenditures. She provided additional detail on the drivers for these changes. COO Carlo-Miranda reviewed a final list of additional investments given the current financial position.

In response to a question from a Board member, COO Carlo-Miranda discussed allocations of funding to Special Education students, at-risk students, and ESL programs. A Board member also inquired about benchmarks for days of cash on hand and the debt service coverage ratio.

N. Greene made a motion to approve the revised 2019-2020 budget.
M. McDonough seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Development Committee

A. **Update**
Senior Director of Development and Communications Callahan reviewed the annual fund report provided in advance of the meeting. He highlighted results from the end of the year giving campaign.

VI. Executive Session

A. **Executive Session of the Board**
The Board met in executive session to discuss matters of mutual interest.

VII. Closing Items

A. **Adjourn Meeting**
A. Smith made a motion to adjourn the meeting.
D. McCoy seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:04 AM.

Respectfully Submitted,
D. McCoy